



NC E-Procurement Upgrade Go-Live Postcard #6

Non-Integrated Entities Edition

New Communications Format: Go-Live Postcards As we are nearing the July go-live date for the NC E-Procurement upgrade, we are increasing the frequency of our communications to users and project contacts. Please watch for more postcards with information you need to prepare for the NC E-Procurement upgrade. In this postcard, we have added an edition for non-integrated entities. For additional information and resources on the NC E-Procurement upgrade, please visit the NC E-Procurement web site [upgrade section](#).

“What’s New” Training Webinar Registration Open A “What’s New” Training Webinar will be held on Thursday, June 14, 2012, from 9:00 – 11:00 AM. Registration is available online. Many of the participants will be from community colleges and school systems, but any users are welcome. We encourage you to attend with other users in your office to learn together. If you attend as a group, only one person is needed to register. The webinar will be recorded for future viewing if you are not able to attend at that time.

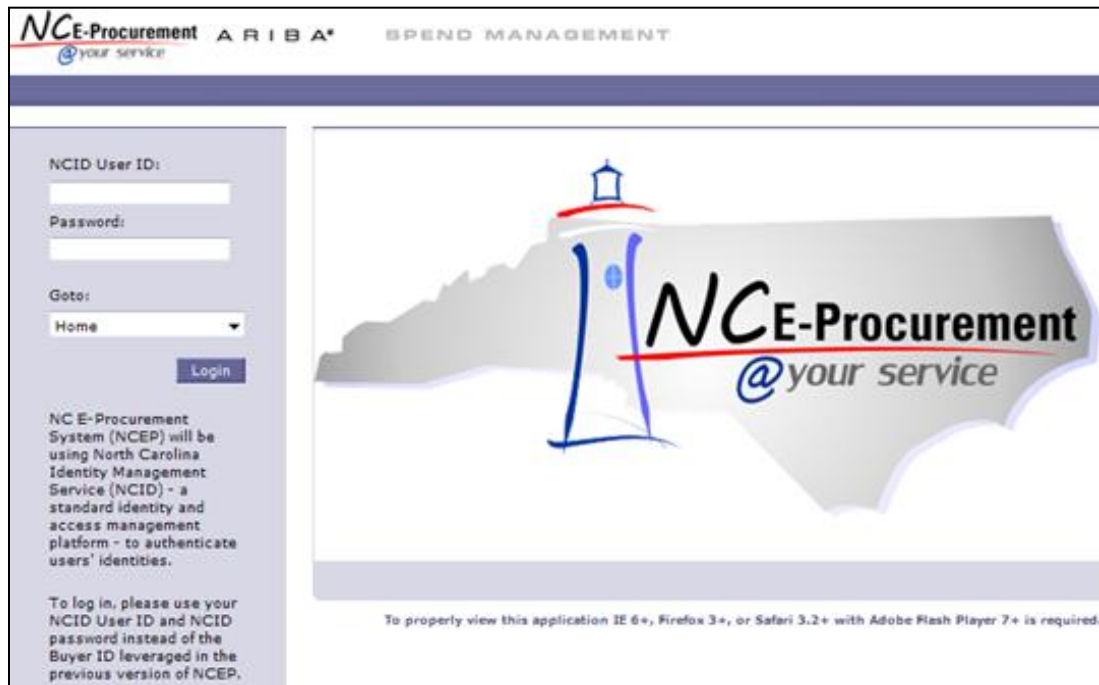
Training Options If you’d like to explore the upgraded system before the webinar, there are several options for you. For detailed instructions about the most common processes, view the newly updated job aids on the [Upgrade Job Aids](#) web page. For specific information on non-integrated users, please view the [NC E-Procurement for Non-Integrated Users](#) job aid. We have also opened a **training web site** to all users, giving you an opportunity for hands-on access. Instructions on accessing the training web site are given below.

Try the Upgraded NC E-Procurement We have opened a training web site that gives all users an opportunity to try out the upgraded NC E-Procurement before it goes live in July. It is **available now**, so try it out and see the new features that will be covered in training. There are a few guidelines to keep in mind when using this web site:

- The training web site is located at *[removed]*. When you access this site, you will see a message, “There is a problem with this website’s security certificate”. Select the “Continue to this website” option.
- User name is your **current NC E-Procurement user name**, and the password is *[removed]*. Though you will use your current NC E-Procurement user name to log into the training web site, please remember that this user name will not work in the upgraded system when it goes live. You will need to log into the upgraded system using your NCID.
- There is a limit to the number of users who can access the training site at one time. If you receive a message stating that the maximum number of users has been reached, please try again at another time.
- This is a training environment, so purchase orders and email notifications will not be delivered.

Login Page: NCID and New Logo When you access the upgraded NC E-Procurement login page, you will notice two changes right away: the NCID login field and the new logo. **All users will log in to the upgraded system using NCID**, the State’s common identity management service. NCID provides a single user ID and password that can be used to log into multiple systems. Everyone who uses NC E-Procurement must have an active NCID in order to log into the system. We have been working with agency contacts to map current NC E-Procurement user IDs to NCIDs so that current users can be loaded into the upgraded system. If you do not have an NCID or if you are not sure if you do, you can contact your entity’s Security Administrator. If you do not know who your agency’s Security Administrator is, you can contact the NC E-Procurement Help Desk at 888-211-7440, option 1, or ephelpdesk@its.nc.gov. If you have not used NCID before and your entity creates one for you, you need to reset your temporary password and establish security questions within 14 days or it will be deleted and a new one will need to be created for you.

You will also notice the **new NC E-Procurement logo**, which was designed by one of our team members and selected through a vote of suggested entries. We will be using the new logo throughout NC E-Procurement communications, as with this NC E-Procurement Upgrade Go-Live Postcard.



Follow-Up

We sent this postcard to NC E-Procurement users from non-integrated entities.

Questions about information covered in this Postcard? Send an e-mail to: ephelpdesk@its.nc.gov
